

## Solar Installation Process – Inside Bryan City Limits

Go to the one-stop online portal: [citizenserve.com/cityofbryantx/](https://citizenserve.com/cityofbryantx/) to register as a contractor, submit the design packet and signed BTU DG Agreement, and pay the City of Bryan permitting fees and BTU application fee online.



After the submitted documents have been approved by the City of Bryan and BTU, you may begin construction. When construction is complete, go back to the online portal to request the Code and Electrical inspections from the City of Bryan.



The City of Bryan Code and Electrical inspections will take place.



After the City of Bryan inspections are passed, go to the Citizenserve website portal to access your “My Account” home page. Click View My Requests, then go to the specific Permit#. If you don’t see the location on the initial “Under Review” page, select the “Closed” or “All” tab and select the location there. On the next screen, go to the dropdown box next to “Inspection Type” and select “BTU Distributed Generation Inspection.” You will be able to select the date and whether the inspection is requested for AM or PM on this screen. If you would like to request a specific time, include that requested time in the notes.



The BTU inspection team will send email confirmation of the date and time of the final inspection. Upon a successful final BTU inspection, the old meter will be replaced with a bi-directional solar meter and PTO will be issued via email.



## Solar Installation Process – Inside College Station City Limits

Go to the one-stop online portal: [citizenserve.com/cityofbryantx/](https://citizenserve.com/cityofbryantx/) to register as a contractor, submit the design packet and signed BTU DG Agreement, and pay the BTU application fee online. Apply for Code and Electrical permits through the City of College Station at [www.cstx.gov/departments\\_city\\_hall/pds](http://www.cstx.gov/departments_city_hall/pds).



After the submitted documents have been approved by the City of College Station and BTU, you may begin construction. When construction is complete, request the code inspections from the City of College Station.



The City of College Station Code and Electrical inspections will take place.



After the City of College Station inspections are passed, go to the Citizenserve website portal to access your “My Account” home page. Click View My Requests, then go to the specific Permit#. If you don’t see the location on the initial “Under Review” page, select the “Closed” or “All” tab and select the location there. On the next screen, go to the dropdown box next to “Inspection Type” and select “BTU Distributed Generation Inspection.” You will be able to select the date and whether the inspection is requested for AM or PM on this screen. If you would like to request a specific time, include that requested time in the notes.



The BTU inspection team will send email confirmation of the date and time of the final inspection. Upon a successful final BTU inspection, the old meter will be replaced with a bi-directional solar meter and PTO will be issued via email.



## Rural Solar Installation Process – Outside of all City Limits

Go to the one-stop online portal: [citizenserve.com/cityofbryantx/](https://citizenserve.com/cityofbryantx/) to register as a contractor, submit the design packet and signed BTU DG Agreement, and pay the BTU application fee online. There are no permitting requirements in the rural areas.



After the submitted documents have been approved by BTU, you may begin construction.



Once construction is completed, go to the Citizenserve website portal to access your “My Account” home page. Click View My Requests, then go to the specific Permit#. If you don’t see the location on the initial “Under Review” page, select the “Closed” or “All” tab and select the location there. On the next screen, go to the dropdown box next to “Inspection Type” and select “BTU Distributed Generation Inspection.” You will be able to select the date and whether the inspection is requested for AM or PM on this screen. If you would like to request a specific time, include that requested time in the notes.



The BTU inspection team will send email confirmation of the date and time of the final inspection. Upon a successful final BTU inspection, the old meter will be replaced with a bi-directional solar meter and PTO will be issued via email.

